

STATE OF CALIFORNIA
CALIFORNIA DEPARTMENT OF AGING
DUTY STATEMENT
CDA 9003 (REV 04/2021)



1. INCUMBENT VACANT	2. EFFECTIVE DATE (MM/DD/YYYY) 5/01/2022
3. DIVISION Division of Aging Policy, Research, and Equity	4. UNIT NAME Data and Research Branch
5. CLASSIFICATION Research Data Manager	6. POSITION NUMBER 797-800-5740-XXX

7. SUPERVISOR'S STATEMENT: *I CERTIFY THAT THIS DUTY STATEMENT REPRESENTS AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION.*

SUPERVISOR'S NAME (Print) Sarah Steenhausen	SUPERVISOR'S SIGNATURE	DATE
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8. EMPLOYEE'S STATEMENT: *I HAVE READ THIS DUTY STATEMENT AND AGREE THAT IT ACCURATELY REPRESENTS THE DUTIES I AM ASSIGNED.*

EMPLOYEE'S NAME (Print) VACANT	EMPLOYEE'S SIGNATURE	DATE
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You are a valued member of the department's team. All CDA employees are expected to work cooperatively with internal and external stakeholders to enable the department to provide the highest level of service possible. Your efforts to treat others fairly, honestly, and with respect are important to everyone who works with you. We value diversity at CDA and we strive to achieve equity and inclusion in the workplace for all employees.

9. DESCRIPTION
<p>Under administrative direction of the California Department of Aging's (CDA) Deputy Director for the Division of Aging Policy, Research, and Equity (DAPRE), the Chief of Research, a Research Data Manager (RDM), oversees research on a broad range of issues, presenting findings and reporting on issues related to older adults, people with disabilities, and family caregivers. The Chief plans, organizes, directs, and manages all research and data activities to enable person-centered planning and evaluation of outcomes to identify and meet the needs of older adults, people with disabilities and family caregivers. The RDM will supervise two Research Data Specialists, one Staff Services Manager I (Specialist), and one Health Program Specialist.</p> <p>Duties are broadly defined as follows:</p> <p>ESSENTIAL DUTIES:</p> <p>40% Program Management Plans, organizes, directs, and manages all research functions for DAPRE. In collaboration with the DAPRE Deputy Director, determines CDA's research portfolio and priorities annually. Works with the DAPRE Deputy Director to determine the scope, appropriate data sources, research methodologies, tools, and assumptions for each research project. Prepares project work plans including project goals, objectives, timelines, milestones and tasks, and identification of resources needed to complete each project. Oversees the maintenance of, updates to, and expansion of the department's MPA DDA. Plans, organizes, and directs the activities of staff within the branch,</p>

addressing legislative, budgetary, regulatory, personnel, and other key management tasks. Delegates and assigns work to staff based on functional areas involved, workload levels and individual expertise and skill, and if necessary, assumes the responsibilities of a subordinate staff member when there is a key position vacancy.

40% Research Leadership

Manages and oversees the implementation of the CDA's Data and Research Branch. Organizes, supports, directs the creation and ongoing operations of the branch with a focus on outcomes, equity, continuous improvement, and innovation. Provides leadership for research projects including proactively reaching out to other state departments, stakeholders and research institutions for assistance and collaboration; proactively seeking out and acquiring data sets and other resources needed to complete research projects; and presenting new projects and status updates on existing projects to CDA leadership, stakeholder groups, CalHHS and federal, state, and local government partners. Collaborates with and makes recommendations to the DAPRE Deputy Director, the MPA Project Director, and MPA stakeholders on improvements to and expansion of the MPA DDA. In collaboration with others, directs the preparation of agendas for, and makes presentations at ADPR meetings. Actively participates in and represents CDA in meetings hosted by the CalHHS Center for Data Insights and Innovation (CDII) on agency-wide research initiatives and assists with the implementation of agency-wide initiatives. Builds a branch culture that reflects departmental values of person-centered and outcome-based solutions for California's older adults and individuals with disabilities ensuring stakeholder collaboration and innovation and inclusivity in the way that we do our work.

10% Stakeholder Engagement

Promotes, develops, and maintains collaborative working relationships with research partners, program stakeholders and advocates, federal, state, and local representatives. Engages stakeholders to ensure their input and concerns are considered in the department's research projects, particularly on issues of equity. Forms partnerships and enters into agreements with research institutions and stakeholders on research projects that are mutually beneficial to both entities. Represents the department and speaks at national, state, and local policy and research forums on CDA's research projects. Provides technical assistance and support to Aging and Disability stakeholders on policy research and research methods. Provides research expertise in a number of state forums including the ADPR, CDII meetings, Disability & Aging Community Living Advisory Committee (DACLAC), Implementing the Master Plan for Aging in CA Together (IMPACT), and the Equity in Aging Advisory Committee (EAAC).

5% Department Leadership

As a member of the CDA's Senior Leadership Team, actively participates in the department's strategic planning process and implementation. Ensures issues of equity are advanced in all planning, program, and policies within the department and through public services.

Marginal Functions:

5% Miscellaneous Duties

Perform other job-related duties, special assignments, and projects as required in order to fulfill the mission, goals and objectives of DAPRE.

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